



Return to Office: Administrative Spaces Guidelines

October 2020



**Canadian
Blood
Services**

BLOOD
PLASMA
STEM CELLS
ORGANS
& TISSUES

Table of Contents

| Topic | Slide # |
|--|---------|
| Welcome back | 3 |
| CBS site access protocols | 7 |
| <ul style="list-style-type: none">• <i>Masks and Control Measures</i>• <i>Site entry</i>• <i>Employee COVID-19 health expectations</i>• <i>Physical distancing protocols</i>• <i>Workstation protocols</i>• <i>Shared spaces protocols</i>• <i>Enhanced cleaning protocols</i> | |
| Office equipment | 16 |

Welcome back!

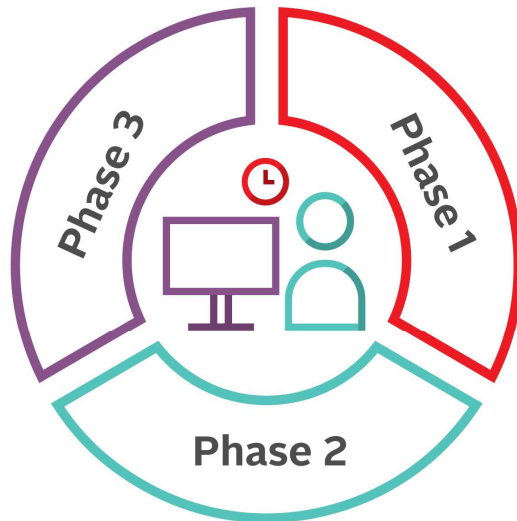
We have been working hard to get our office spaces ready for your return!

The purpose of this document is to let you know how our sites have changed since March 13th and what you can expect upon your return. As you know, during this time we have had over 2500 employees working tirelessly at our sites. They have many measures in place to keep them safe.

This document provides a summary of these measures and your role in maintaining our collective safety.

Return to Office: Phase 1

We are currently focused on getting those that 'need to' return to the office, for operational or personal reasons, back onto our CBS sites safely.



Phase 1

- Getting those who, for operational or personal reasons, must gain access to the office, while balancing:
 - the safety of all employees,
 - and the demand of who is going back with the supply available at the site.
- Ensuring those continuing to work virtually are provided with support.
- **During Phase 1, work will continue to shape Phase 2 and 3 of return to office.**

How have the sites been readied for your return?

We have examined the following three areas to get the sites ready for your return:

Assessed administrative site demand & supply

How will the site accommodate the needs of the additional employees / contractors? What, if any, interventions are required to accommodate this demand?

Reviewed site OH&S / risk

Are there any new site-specific health and safety or risk requirements?

Reviewed site readiness

Is the site and office spaces ready for any additional employees / contractors? Have the health and safety and employee requirements been prepared for?

Assessed external environment

When can you access your site?

- You can begin accessing your site after you have been informed, by email, that you can return to the office.

CBS site access protocols

Masks and control measures

- Here is an overview of the control measures in place at Canadian Blood Services:
 - In **administrative environments**, such as office buildings and common areas, **cloth masks are mandatory at all times, except when an employee is alone and seated at their workstation.**

Employees are welcome to use their own mask, or one that is provided from our cloth mask inventory. A cloth mask is the minimum requirement for administrative environments, but if an employee is working in both operational and administrative environments on the same day, they can wear a surgical mask in both environments.
 - In **operational environments**, including testing, distribution production and logistics, surgical masks are mandatory at all times. This decision was made with an abundance of caution given the essential nature of the work involved and challenges with maintaining physical distancing.
 - In **collections environments**, including permanent and mobile donor centres, surgical masks will continue to be mandatory. This measure now extends to before and after donors arrive, including logistics teams who are involved in setting up and taking down mobile events.
- See the COVID-19 employee portal for additional PPE information: <https://www.blood.ca/en/employees/ppe>

Site entry

Masks

- Masks must start to be worn as you enter the site.

Wellness checkpoints

- We have implemented a Wellness Checkpoint process at sites nationally to screen all staff, contractors, donors, visitors and volunteers. Staff are asked to comply with the Wellness Checkpoint process and to inform any of their essential visiting contractors of the Wellness Checkpoint.
- Checkpoints involve a mandatory temperature check, hand sanitizing and answering wellness and travel questions.
- Access to a site is denied if your temperature is above 38 degrees Celsius using an infrared thermometer or 37.5 degrees Celsius or warmer using an oral thermometer (donors).
- See the COVID-19 employee portal for the wellness and temperature check process and questions: <https://www.blood.ca/en/employees/wellness-checkpoint>

Employee COVID-19 health expectations

In order to keep each other safe in the workplace, the following is expected of ALL CBS employees:

- Stay home if ill or have a suspected/confirmed exposure
- If you develop COVID-19 symptoms at work, please leave the building and contact public health or a medical practitioner. If you are too ill and require assistance such as transportation, please let Facilities know and CBS will call a taxi for you
- Notify manager immediately of COVID-19 positive test and isolate
- Continue appropriate personal hygiene practices (e.g. frequent hand washing and coughing etiquette)

Physical distancing protocols

- Employees are expected to maintain a distance of 2-metres (2m) from their colleagues at all times, to the best of their ability.
- 2m distancing and walls/barriers were considered when assigning Offices / workstations
- A 2m physical distance has also been considered throughout the space, including in common areas, and shared spaces like meeting rooms. Chair quantities, placement and signage will assist you with 2m physical distancing. Masks are also worn in common spaces since wearing masks is mandatory within our sites.

Workstation protocols

- **Workstation:** Some employees may be assigned a different desk to support physical distancing requirements. Unless assigned an alternate, please return to your pre-COVID desk
- **Clean desk:** We recommend that you clear everything off of your desktop at the end of each day to enable CBS cleaners to wipe down surfaces without obstructions
- **Employee cleaning:** Cleaning supplies (e.g., disinfectant wipes, spray) will be available in strategic locations to employees to wipe down surfaces before or after use, as desired
- **Enhanced cleaning:** Enhanced cleaning of high touch surfaces including door handles is completed by CBS cleaners. If you notice something that needs attention, please contact Facilities

Shared spaces protocols (1 of 2)

Shared spaces guidelines

- Follow 2m distancing requirements (generally one (1) person at a time in shared spaces, except for meeting rooms)
- Follow floor markings for 2m furniture placement
- Wipe down equipment (e.g., chair, table, phone) with provided disinfectant supplies before and after use
- Do not move / add chairs or furniture
- Maintain 2m physical distance
- Wear masks

Types of shared spaces

- Photocopiers / printer rooms
- Meeting rooms
- Restrooms
- Elevators
- Storage rooms / filing cabinets
- Offices

Shared spaces protocols (2 of 2)

- **Cafeterias:**
 - *Brampton & Winnipeg – Food is available for purchase. Follow on-site processes.*
 - *Alta Vista – Cafeteria is closed until further notice*
 - *Limited seating is available. Please maintain 2m physical distance from others*
- **Kitchenettes / coffee stations / microwaves / vending machines:** Wipe down surfaces before and after use
- **Gyms:** Closed until further notice due to operational and tactical implications of opening

Enhanced cleaning protocols

- The frequency of cleaning has been increased in accordance with Public Health guidance for all equipment, furniture and surfaces.
- CBS Contractors use pre-approved cleaning products.
- Enhanced cleaning is focused on high touch and high traffic areas and surfaces including door handles, bathrooms, and lunch areas.
- Hand sanitizer dispensers are strategically located throughout the sites and frequent hand washing is recommended.

Office Equipment

Digital & Technology



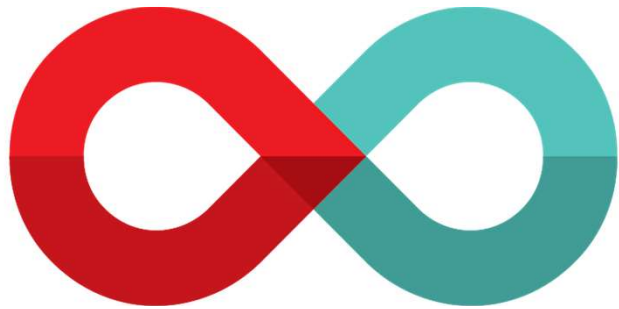
- Employees should only bring back CBS-issued IT equipment
(If returning part-time, equipment, such as monitors, can be left at home)



- Do not bring in any employee-purchased equipment

Office equipment

- As this time, please do not return any chairs that have been taken home with the exception of a chair that is required for medical reasons



**Canadian
Blood
Services**

BLOOD
PLASMA
STEM CELLS
ORGANS
& TISSUES